

PUBLIC NOTICE

MARYLAND DEPARTMENT OF TRANSPORTATION

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NOTICE

TO

ARCHITECTS & ENGINEERS

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TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD

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REQUEST FOR PROFESSIONAL SERVICES

The Secretary of the Maryland Department of Transportation has certified to the Transportation Professional Services Selection Board the need to utilize the services of architects and/or engineers for Contract MAA-AE-15-002 Comprehensive Construction Management and Inspection (CMI) Services at Baltimore/Washington International Thurgood Marshall (“BWI Marshall”) and Martin State (“MTN”) Airports.

Firms interested in being considered for work on this Project must submit an Expression of Interest (“EOI”) for that Project as set forth herein. The EOI shall be in an envelope marked with the specified contract number for the Project. The letter portion of the EOI shall indicate the firm's desire to perform services and indicate the specific tasks or areas of expertise, which will be subcontracted, and to whom. Interested firms must submit the material required herein or the interested firm will not be considered for the Project.

Of all the firms expressing interest in a Project, those adjudged most qualified shall be requested to submit Technical Proposals. Additional information will be supplied to the selected firms so that they can prepare such proposals for the Project. The firm that submits the highest rated Technical Proposal will be requested to submit Price Proposals. Salary, Payroll Burden, and Overhead limitations have been eliminated. Salaries shall be actual per hour salary rates as supported by Payroll Records while Payroll Burden and Prime and Subconsultants’ overhead shall be supported by overhead audit performed by an independent Certified Public Accountant

in accordance with Federal Acquisition Regulations 48 Code of Federal Regulation 1, Part 31 and applicable MDOT Guidelines. The overhead audits shall identify separate rates for home office overhead rate, field overhead rate, and combined overhead rate. If negotiations with the firm are timely and successful, a contract may be awarded to that firm. If an interested firm is requested to submit proposals, their proposals should substantially reflect the same composition and area of involvement as their Expression of Interest.

If a Joint Venture responds to a project advertisement, the Department of Transportation will not accept separate Expressions of Interest from the Joint Venture constituents. A firm will not be permitted to submit on more than one (1) Joint Venture for the same project advertisement. Also a firm that responds to a project advertisement as a prime or a prime joint venture constituent may not be included as a designated subcontractor to another firm that responds as a prime to the project advertisement. Multiple responses under any of the foregoing situations will cause the rejection of all responses of the firms involved. The above does not preclude a firm from being set forth as a designated subcontractor to more than one (1) prime responding to the project advertisement.

Questions concerning submissions and procedures must be submitted by email to [lwarehime@bwiairport.com](mailto:lwarehime@bwiairport.com) . Problems submitting emails shall be reported to 410-747-7331. Facsimile copies are not acceptable. No response received after 4:00:00 P.M. EST on the date specified for a Project will be accepted, no matter how transmitted. Minority business enterprises are encouraged to respond to this solicitation notice.

RESPOND TO:

Norie A. Calvert

OFFICE OF PROCUREMENT & CONTRACT MANAGEMENT

Fourth Floor, C-405

707 North Calvert Street

Baltimore, Maryland 21202

I. Maryland Aviation Administration (“MAA”)

A. Contract No.: MAA-AE-15-002

1. **Project Description:** CMI Services at BWI Marshall and MTN Airports. It is the intent of the MAA to enter into multiple contracts for these services. Consultants selected for these projects shall provide CMI services consisting of individual project assignments consistent with MAA’s requirements over a Six (6) year period. By mutual agreement and subject to approval of the Maryland Board of Public Works the CMI services can be extended beyond the initial contract term. It is anticipated that project assignments will be funded with State, Federal, and/or other funds. The MAA has an estimated budget of \$40,000,000 for these services, and may elect to enter into multiple, identical contracts for these services, based on a sufficient number of qualified proponents. Each successful consultant must be able to perform all of the elements in the Scope of Services described herein. Contract award(s) is subject to receipt of necessary funding and approval by the Maryland Department of Transportation and the Maryland Board of Public Works.
2. **Consultant Services Required:** The Consultant shall provide CMI Services for new and ongoing construction projects on an on-call and on-site basis at BWI Marshall & MTN Airports. The Consultant shall have the ability and manpower to respond to and act immediately on project assignments without disruption to other MAA project assignments being completed by the Consultant. The Consultant shall establish a local office, either on-site or within close proximity to BWI Marshall Airport.
3. **Specific Type Firm Solicited:** The Consultant shall be a CMI firm or architectural and engineering firm proficient in the types of services listed and shall bring an experienced and expert staff to the project. Consultant should demonstrate recent experience, within the past five (5) years, in the CMI of various airport terminal facilities and systems; structures, roadways and bridges; parking facilities; airfield pavements, ramps,

taxiways and runways, navigational aids, utilities, and cargo facilities at medium and/or large air carrier airports in the United States. Consultant must also demonstrate recent experience, within the past five (5) years, working with the Federal Aviation Administration (FAA) and other appropriate federal agencies for design and construction compliance and reimbursement. Experience working with the Washington Airports District Office (WADO) of the FAA is desirable, but not required.

4. **Required Information:** The Consultant shall submit one (1) unbound original EOI containing signatures, and nine (9) bound copies of its signed original EOI, which shall include the following:
  - a. One (1) Letter of Interest - Limited to two (2) pages. The letter of interest must contain:
    - i. The name, company affiliation and email address for their “Consultant Liaison Officer for Minority Affairs.”
    - ii. The information that the Consultant has the financial capacity to provide the services and has measures of protection for the State against errors and omissions.
    - iii. The Consultant shall identify in its Letter of Interest, if the Prime or any Subconsultants proposed are not in compliance with MAA contract reporting requirements (i.e. MBE goal achievement, annual audit reporting, utilization of unauthorized Subconsultants, invoicing practices, etc.) at the time of this solicitation. Furthermore, the consultant shall state what corrective action is being taken to bring the firm(s) into compliance.
    - iv. Additionally, the Letter of Interest must sufficiently address the following qualification criteria [one (1) paragraph each]:
      - a) General Competence;
      - b) Past performance on work at airports ranked in top large and medium hub (preferred) or top 50 international airports, according to Airports Council International;
      - c) Compatibility of the size of the firm’s local office with the size of the proposed project;

- d) Capacity to accomplish proposed work in required time;
- b. One (1) US Government Form SF255.
- c. One (1) US Government Form SF254 for each firm, including each subcontractor, proposed.
- d. A copy of the firm's current certificate(s) of insurance.
- e. One (1) copy of the EOI in pdf format on a CD.
- f. The Consultant shall comply with the "Requirements" and "Special Requirements" set forth hereinafter when completing the aforesaid documentation.
- g. As per State Finance & Procurement, firms engaging in investment activities with companies appearing on the Investment Activities in Iran list are ineligible for bid/proposal/award. The Investment Activities in Iran list is located at [www.bpw.state.md.us](http://www.bpw.state.md.us) of the Maryland Board of Public Works (BPW) web site. As per the BPW Advisory No.: 2013-1; Date Issued: January 1, 2013. An officer of the firm shall provide a signed original certification as per language listed on the BPW Advisory page.

**Note:** US Government forms are to be completed with standard size typing and are not to be photo reduced. Computer generated forms are acceptable; however, the format and spacing is to be identical to that of the Standard Forms 254 and 255.

5. **Requirements - Documentation:** In completing the SF 255 Form, Item #4, Personnel by Discipline, the Consultant shall document personnel by discipline presently employed at the work location proposed. If more than one (1) location is being proposed by the Consultant, the Consultant must clearly document all locations proposed and show the total number of personnel by discipline for all locations proposed. Subcontractor personnel are not to be included.

The information required for Item #7 Key Staff, shall be limited to the eleven (11) individuals being proposed for performing significant productive time on the Project, and shall not exceed twenty (22) pages in

total, two page per individual. The Consultant must document in writing in Item #7 that the proposed key staff individuals meet the following requirements:

- a. The proposed Project Manager must be an employee of the Prime Consultant. Additionally, the Consultant shall also state in the Letter portion of its response the name of its **Principal-in-Charge**.
- b. It is encouraged, but not required, that the proposed Key Staff personnel be employees of the Prime Consultant and be located at the local project office.

Where Maryland Registrations are required for the professional Key Staff, the Consultant shall include on line "f" of Item #7 of the SF 255 the words "Maryland Registered" and the Maryland License Registration Certificate Number for the individual. Failure of the Consultant to properly document Key Staff requirements in writing will result in the firm being precluded from further consideration for the Project.

The eleven (11) Key Staff will be:

- 1. Principal-In-Charge, Maryland Registered Professional Engineer or Architect
- 2. Project Manager, Maryland Registered Professional Engineer or Architect (Preferred);
- 3. Resident Engineer;
- 4. Resident Architect
- 5. Office Engineer;
- 6. Estimator;
- 7. Architectural Inspector;
- 8. Mechanical Inspector;
- 9. Electrical Inspector;
- 10. Structural Inspector;
- 11. Civil Inspector;
- 12. Bituminous Concrete Inspector
- 13. Portland Cement Concrete Inspector;

- 14. Scheduler; and
- 15. Commissioning Agent

The key staff individual experiences set forth must have been performed within the past five (5) years.

- c. The information required for Item #8, Similar Projects, shall be limited to ten (10) similar projects and shall not exceed two (2) pages in total length. At least three (3) of the similar projects cited must be projects where the Consultant was the prime firm responsible for major airport CMI Services, and the work was completed within the past five (5) years. Firms should list references with a point of contact and telephone number for clients for whom such projects have been completed.
- d. SF 255, Item #9, shall be a complete listing of all work by the Consultant or Joint Venture constituents currently being performed directly for the State of Maryland, and MAA/MDOT, in particular.
- e. SF 255, Item #10, Additional Information shall be limited to two (2) pages.

6. **Special Requirements - DBE/MBE Provisions:** The Maryland Department of Transportation (MDOT) hereby notifies all proposers that in regard to any contract entered into pursuant to this advertisement, DBE/MBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award. It is the goal of MDOT that certified businesses participate in all contracts. Each contract will contain a goal for DBE/MBE participation, on a contract-by-contract basis. Consultants interested in submitting an Expression of Interest must comply with the “SPECIAL PROVISIONS, AFFIRMATIVE ACTION REQUIREMENTS, UTILIZATION OF DISADVANTAGED BUSINESSES, THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT OF 1987 AND ISTEA OF 1991, ATTACHMENT 6” which is obtainable from the Consultant Services Division at the address or phone number noted herein.

To comply with the aforesaid SPECIAL PROVISIONS, Consultants who submit EOI must clearly set forth the DBE/MBE Prime firm(s) or DBE/MBE subcontractor(s) proposed for goal attainment indicating:

- a. the proposed work,
- b. percentage of total work,
- c. MDOT certification number, and
- d. Applicable NAICS codes.

for each DBE/MBE. **Said information shall be shown in Item #6 of the Federal Government SF 255 form.**

If the proposed DBE/MBE firm is not certified by MDOT, the Consultant shall indicate the certification status of the proposed DBE/MBE firm in lieu of the certification number.

**Since some tasks to be assigned are eligible for Federal funds, proposed DBE/MBE firms must be certified by MDOT to participate on federally funded projects.**

Consultants shall also identify in the letter portion of the Expression of Interest their “Consultant Liaison Officer for Minority Affairs”.

The Consultant’s failure to submit all of the required DBE/MBE information, in the specified areas, will result in the Consultant being disqualified from further consideration for the Reduced Candidate List on this Project, unless it is in the best interest of the State to seek clarification or additional information from the Consultant.

## **CONTRACT GOALS**

FOR THE PURPOSE OF THIS CONTRACT, AN OVERALL GOAL OF EIGHTEEN PERCENT (18%) HAS BEEN ESTABLISHED FOR DBE/MBE FIRMS

In accordance with COMAR 21.11.03.10(E), effective May 13, 2013 all contracts containing Minority Business Enterprise Program Goals must include the Liquidated Damages Provision.

6. **Project Representative:** Lynda Warehime. [lwarehime@bwairport.com](mailto:lwarehime@bwairport.com)



7. **Additional Information:** The Administration reserves the right to develop multiple Reduced Candidate Lists from those firms responding to this advertisement or to make multiple selections from one (1) Reduced Candidate List.
8. **Electronic Transfer:** By submitting a response to this solicitation, the Consultant agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Consultant shall register with the EFT Registration, General Accounting Division using the COT/GAD x-10 Vendor Electronic Funds (EFT) Registration Request Form, available at <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the OCT/GAD X-10 form and must include the business identification information as stated on the form and include the reasons for the exemption.
9. **Rating Criteria:** The major factors/criteria for the establishment of a Reduced Candidate List for this Project, in descending order of importance, will be:
  - a. Specialized expertise in CMI related to airfield and terminal construction
  - b. Key Staff background and relevant experience
  - c. Similar project experience (Project Description, Constructed Value and Relevancy) and performance (On-Budget, On-Time)
  - d. Compatibility of size of firm with size of proposed project
  - e. Past performance in achieving MBE/DBE Goals for projects listed in Item C.
  - f. Conformance of EOI Presentation and Content with solicitation.
  - g. Firm's location.
10. a) Ratings developed in the short list process for Key Staff individuals and Subconsultants proposed may be retained and used in the final selection process.

- b) MAA must be notified in writing of any substitution of Key Staff members after Expression of Interest has been submitted. The MAA will reevaluate the individual substituted using the same criteria used at the Expressions of Interest stage. Failure by the Consultant to advise MAA of substitutions will result in the individual(s) substituted not to be scored in the final selection process.
- c) MAA must be notified in writing of any deletions, additions, and/or substitution of proposed Subconsultants after Expression of Interest has been submitted. The MAA will re-evaluate the requested change using the same criteria used at the Expressions of Interest stage. This may result in a revised score. Failure by the Consultant to advise MAA of any change to the proposed Subconsultants team will result in reduction of respective score in the final selection process.
- d) Consultant staff to be assigned must be able to obtain BWI Marshall Airport security identification badge immediately after contract notice to proceed. If selected, the Prime may be required to designate a person as an “Authorized Signer” who shall be responsible for signing Primes’ and Subconsultants’ staff applications for obtaining BWI Marshall Airport security identification badge.
- e) All scores will remain confidential for short-listed firms until after final selection.

11. RESPOND BY: January 16, 2015, prior to 4:00:00 P.M. EST

TO:

Norie A. Calvert  
OFFICE OF PROCUREMENT & CONTRACT MANAGEMENT  
Fourth Floor, C-405  
707 North Calvert Street  
Baltimore, Maryland 21202